

# Club Formation Instructions

## Santiago High School

ASB sponsored clubs should have the following purposes:

- Give students an opportunity to further a special interest
- Give service to the school or community
- Give students an opportunity to develop leadership skills

In order to gain recognition as an approved club and have the privilege of calling meetings or carrying on any form of activities associated with the school, it is necessary for the students to comply with the following rules:

1. Have a certificated faculty member agree to be your advisor
2. Submit a club application form to the Activities Office
3. Draw up a Constitution which states the clubs' purpose, qualification for membership, time and place of meetings, the officers and their duties, and process for officer elections
4. Submit a copy of the Constitution to the Activities Office. Approval or disapproval shall be recommended through ASB. **All Constitutions must be renewed each year in September.**
5. Submit a budget for **Financial Clubs**. Budgets must be submitted **annually in September.**
6. Clubs must meet on school premises unless permission is received from the Activities Director to meet off-campus. Club advisor must be present at all meeting.
7. Abide by the California State Education Code, Section 16075, in regards to secret clubs, fraternities and sororities, as follows: "It is unlawful for any pupil enrolled in any elementary or secondary school of this State to join, or become a member of, any secret fraternity and/or sororities, or secret club!"
8. Corona Norco Unified School District is committed to equal opportunity for all individuals in education and in employment and does not discriminate on the basis of actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, immigration status, race or ethnicity, religion, sex, sexual orientation, pregnancy, parental/ marital or family status, primary language, social class, geographical location, or association with a person or group with one or more of these actual or perceived characteristics. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, immigration status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. (CNUSD AB300, BP1321, BP5145, BP/AR4301, BP/AR5208, BP5146)
9. All planned events must be approved by the club advisor and possibly the Activities Director
10. All notices/announcements for the student bulletin must be submitted using the Google Santiago Marketing Form by the advisor.
11. All clubs and organizations must complete required forms for on campus or off-campus activities when applicable. This includes Field Trip Authorization, Fundraising Form, Pre-Approval/Purchase Order forms.
12. Communicate with our ASB Club Commissioners on events and clubs on a monthly status.
13. New clubs should not have more than one senior as an officer.

Before creating you club you need to ask yourself;

- a. Am I a senior?
- b. Is there a club on campus similar to the one I want to create? (Check with Activities Office if in question)

Chances are, if you answered "Yes" to either of these questions, your club **WILL NOT** be approved.

# Club Application Form

Santiago High School

Date: \_\_\_\_\_

Name of proposed club: \_\_\_\_\_

Purpose of club: \_\_\_\_\_

Club Type (select one): ☐ Financial ☐ Interest

Name of club advisor: \_\_\_\_\_

Signature of club advisor: \_\_\_\_\_

Officers:

President: \_\_\_\_\_ Grade: \_\_\_\_\_

Vice President: \_\_\_\_\_ Grade: \_\_\_\_\_

Secretary: \_\_\_\_\_ Grade: \_\_\_\_\_

Treasurer: \_\_\_\_\_ Grade: \_\_\_\_\_

Other officers: \_\_\_\_\_

List of club members (minimum of 7 not including officers)

- |     |     |
|-----|-----|
| 1.  | 11. |
| 2.  | 12. |
| 3.  | 13. |
| 4.  | 14. |
| 5.  | 15. |
| 6.  | 16. |
| 7.  | 17. |
| 8.  | 18. |
| 9.  | 19. |
| 10. | 20. |

After approval of this form and the Constitution of the club in question by the ASB officers below, the club will be considered Chartered.

\_\_\_\_\_  
Clubs Commissioner

\_\_\_\_\_  
ASB President

\_\_\_\_\_  
Director of Student Activities

\_\_\_\_\_  
Date Approved

**Sample Club Constitution**

**Washington High School Travel Club**

- Article I**      Name:            Washington High School Travel Club
- Article II**      Purpose:            To promote interest in the travel and tourist industry. To provide students with the opportunity to experience other cultures.
- Article III**      Authority:           Washington High School Travel Club derives its authority directly from the Washington ASB and indirectly from the Principal and Board of Education.
- Article IV**      Membership:       Members must be students at Washington High School
- Article V**      Meetings:           Washington High School Travel Club will meet the first Monday of each month at lunch in room C123. Special meetings may be called by the president or advisor.
- Article VI**      Officers:            President – Oversees all activities and fundraisers.  
                         Vice-President – Fills in for the President  
                         Secretary – Takes minutes of meetings and keeps records of activities and correspondence.  
                         Treasurer – Responsible for money and budget  
                         Publicity – Advertises fundraisers and activities
- Article VII**      Elections:           Elections will be held once a year in October. Elections will follow a democratic method of majority vote by current club members in good standing. Officers may be re-elected.
- Article VIII**    Committees:        The club president will appoint committees as needed during the school year.
- Article IX**      Amendments:       All changes or amendments to this Club Charter shall be by a 2/3 vote of the club membership present at the date of the meeting scheduling such a change.

# How to draft an organization constitution

**Advisors must be present at all club meetings and approve all fundraising and financial activity. You MUST have an advisor before conducting any club activity.**

## Title

Complete title of the organization should be printed at the top of the page with the word Constitution printed underneath it. Include the school year.

## Article I      Name

State the name of the organization

## Preamble/Purpose

Write a brief statement of the purposes and the aims of the club/organization. How will you accomplish your goal?

## Article II      Membership

Define the general requirements necessary for membership:

1. Must be a student body member
2. State grade point average such as a 2.0 GPA ("C" average)
3. Must have an interest in actively participating in the club

**Reminder:** The Corona Norco Unified Board prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, immigration status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. (CNUSD AB300, BP1321, BP5145, BP/AR4301, BP/AR5208, BP5146)

## Article III      Selection of officer's, term of office and or qualifications

Include how officers are to be elected every year. Who elects them? How long will they hold office? What qualifications should the officer candidate have? Can officers be elected to a 2<sup>nd</sup> term? Keep in mind this must be done in a democratic method. No appointments by current officers.

## Article IV      Meetings

State the time and location for regular meetings and provide a method by which special meetings may be called, and by whom.

## Article V      Amendments

Draft a statement of the method of amending the constitution and of the vote required for such amendments. All amendments must be submitted in writing to the ASB Executive Board and be approved.

## Article VI      Schedule

State the date on which the constitution becomes effective.

Keep in mind that clubs/organizations must submit a copy of their constitution every year in order to continue as a club. Constitutions are due by the end of September every year. If the club/organization expects to do any fundraisers or purchases, a budget is also due by the end of September every year or a minimum of two weeks prior to any fundraising or financial activity. Include a separate list of the current elected club officers with your constitution.

**Sample Budget**  
**(Interest Clubs do not need a budget)**

Name of Club/Organization

School Year

Beginning Balance \$250

Income:

Candy Sale \$1000

Donations \$500

Restaurant Night \$500

Total Income \$2000

Total funds Available \$2250

Expenses:

Candy Expense \$500

Club T-Shirts \$200

Awards \$100

Banquet \$1000

Total Expenses \$1800

Ending Balance \$450